SmartStream Coordination Meeting Minutes
May 3, 2006

Attendance: Sophia Bedard, Pete Bostian, Lori Smith, Ken Dinsmore, Mel Lambert, Cathy McClintock, Jim Racheff, Mark Testerman, Karen Toms

1. SmartStream Version 7.0: Pete reported they are working on the remote installation process for SmartStream clients. The remote install will be available through a link on the C&SS web page and should take approximately 8-10 minutes. DMS will be testing the process this month but completing the production installation of 7.0 within the next two months would be optimistic considering the employees' vacation schedules. Mel has completed her testing of 7.0 and indicated that there is no critical requirement to move it to production.

2. License Management: Pete checked the license management activity in SmartStream and there is a display of the number of licenses for each SmartStream application. Warning messages are issued if the number of users for the application exceeds the license. Mel noted that she ran a query and there were only 40 or so simultaneous users accessing the production system.

3. Web Reports: Pete stated that he made a new activity for AP Web reports – NCI-FCRDC Accounts Payable Web Rpts. As existing AP Access reports are converted to be Web–based, they will be added to the activity. The Access reports will not be replaced until AP has tested the Web reports. He requested that Karen try the reports and get back to him.

4. Vendor Purge: Mel reported she has been trying to clean up the employee vendors. Testing the purge process in the test system has resulted in only 17 employee vendors being deleted. Pete noted that the employee vendors could be compared against the active employees to identify those employee vendors that could be marked inactive and then purged. Discussion followed concerning why this was being done now and it was determined that it was preliminary to putting in place a process whereby employee payments could be processed through the payroll system. Additional discussion concerned the employee vendor numbering system used in SmartStream and the inability to uniquely identify employees with just the employee number. Pete noted that he had previously recommended that employee-vendors be set up with vendor ids based on the company and employee number as with Pcard and TimeWizard.

5. Miscellaneous: Ken Dinsmore inquired of Lori Smith how the invoicing was going in Purchasing since they recently began processing petty cash. Karen and Mel noted that SAIC is exploring the possibility of reimbursing travel and petty cash through payroll. Pete emphasized that if this is not to be a manual process, there is a lot of work that needs to be done to accomplish this in both SmartStream and the payroll system.

    The next meeting will be held Wednesday, June 7, 2006, at 9 AM in the Building 362 Conference Room.